



## REQUEST FOR ACCESS TO PUBLIC RECORDS

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1. Please identify the public record(s) you would like to inspect or have copied and indicate which you would prefer:

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☐ Inspect and then possibly request copies

☐ Obtain copies

2. If your request is for a list of individuals, will the list be used for commercial purposes? ☐ Yes ☐ No

***The following question is optional. However, in the event we are unable to provide the records requested while you wait, some of it would be needed to enable us to contact you when your records are ready for inspection or pick up.***

3. What is your name, mailing address, email address and/or telephone number?

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The City is committed to providing the fullest assistance possible in providing access to its public records and will respond to this request no later than 5 business days after receipt, not counting the day it is received. If additional time is needed to respond, you will be informed of this at that time. Additionally, it may be that some of the records you requested are partially or totally exempt from disclosure. In that event, the response would identify the exemption that applies and explain why the exemption is applicable to the record requested. For a complete explanation of the foregoing and a review of other law relevant to public records disclosure requests, please see Chapter 42.56 of the Revised Code of Washington and Kirkland's Public Records Act Rules both of which can be accessed at City Hall located at 123 5<sup>th</sup> Avenue, Kirkland, WA 98033 or on the City's website at [www.kirklandwa.gov](http://www.kirklandwa.gov).